



U.S. EMBASSY BANGKOK, THAILAND

SCOPE OF WORK

Project

RSO Storage Facility
(FY 2022)

Location

Chancery (NOB) Compound
Bangkok, THAILAND

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A. GENERAL REQUIREMENT

The U.S. Embassy Bangkok would like to build a small structure for storage space. Details of all required work are provided in Section B. SCOPE OF WORK, and a drawings package.

Work is to be performed at the Chancery (NOB) Compound, U.S. Embassy, located at no. 120-122 Wireless Road, Pathumwan District, Bangkok - Thailand. The contract type shall be firm-fixed price. A duration of this work shall be 30 calendar days.

B. SCOPE OF WORK

The Contractor shall perform the work per details specified herein. Required work in detail is in the referenced drawings. The below list of technical requirements is to be completed but should not be used as a substitute to the drawings.

General:

- Construct a new concrete slab-on-grade for new structure.
- Provide construction sequences planning (staging plan) to meet the requirements indicated in the Scope of Work.
- Provide sufficient technical information (e.g. materials, shop drawings for new construction, etc.) for approval prior to construction.
- Provide a complete set of as-built drawings, operating and maintenance manuals (if any) of the project after completion.

Temporary Fence and Site Protection:

- The contractor shall install approved temporary fence and area protection prior to commence construction.

Laydown and Storage Area:

- The contractor shall install approved temporary fence and temporary cover (shed) for laydown and storage area.

Structural and Architectural:

- Construct a new concrete slab-on-grade for new structure.
- Construct a prefabricated building
 - Dimension 3.0m W x 3.5m H x 9.0 m. L
 - Storage Capacity: 80 cu.m.
 - Wall: Sandwich panel. 50 mm. Thk. Width 1200mm. Polystyrene (EPS), Self-extinguish grade F, density 16 kg/sqm. Skin: PP Panel SD (Bluescope)
 - Door: 2 Roller shutter doors on 2 sides of the structure and 1 metal flush door for entry. Size to be approved by client.
 - Floor: Easy to maintenance, durable and appropriate for storage space.
 - Roof: Sandwich panel Roof type. 50 mm. Thk. Polystyrene (EPS), Self-extinguish grade F, density 16 kg/sqm.

Furniture

- Provide Steel rack as shown in drawing
 - W1800 X D1000 X H2000 4 unit
 - W1200 X D1000 X H2000 1 unit
 - W1800 X D500 X H2000 2 unit

Mechanical and Electrical Work

- A/C: Install two A/C units (split type, 24,000 BTUH, preferred manufacturer: Daikin).
- Provide and install main feeder 10SQ.mm. with 6SQ.mm. ground wire from nearest power source (to be survey).
- Provide and install an Electric load panel single phase 6 CKT. With MCB 2P32AT 10kA, miniature CB 1P10AT 5kA for lighting 1ea., miniature CB 1P16AT 5kA for outlet & spare 2ea. and miniature CB 1P25AT 5kA for A/C unit 2ea.,
- Provide and install 3 power outlets (universal duplex 2P+G,250V, 16 A rated.)
- Provide and install one way switch and 3 lighting fixtures (2x18W LED T8 with prismatic diffuser surface mounted lighting fixture)

Notes:

- The contractors shall be responsible for maintaining site cleanliness, site clearing, and all cleaning work.
- The contractor shall submit a list of personnel (architect(s), engineer(s), site manager(s), site superintendent(s), and all workers to the U.S. Embassy upon awarding the contract. Security clearance process is mandatory in all U.S. Embassy's compounds and leased spaces.
- Contractor shall follow U.S. safety standard. Personal protection Equipment shall be provided to workers and staff.

C. PRICING

The Contractor shall provide materials and labor to complete all works specify in Section B and reference drawings. The prices listed below shall include all labors, materials, insurance, overhead, profit, transportation, and all expenses.

Description	Quantity	Unit Price	Total Price
Site preparation	1 sum.	_____	_____
Civil and Architect work	1 sum.	_____	_____
Playground EPDM Rubber	1 sum.	_____	_____
Playground Equipment and Shades	1 sum.	_____	_____
Overhead	1 sum.	_____	_____
Profit	1 sum.	_____	_____
DBA Insurance	1 sum.	_____	_____
Total Contract Price: _____			
(Paid in Thai Baht)			

The above item are prices summary. Detail of prices shall be submitted in form of Bill of Quantity (BOQ) to cover all items listed in Section B. The BOQ consists of descriptions, quantities and unit prices of materials, and labor. Cost of labor may be submitted either Unit Price or Lump Sum.

D. ADMINISTRATION

Contracting Officer's Representative (COR):

All work will be performed to the satisfaction of the Contracting Officer's Representative or COR.

Authorized Representative:

The Embassy and the Contractor shall, during the award of the contract, designate authorized representative as mentioned below. Any changes in the authorized representative must be submitted in writing.

The Contractor is cautioned not to perform work requested by persons other than the Contracting Officer.

Embassy Contracting Officer:

The Embassy designates the Contracting Officer (CO) as the only person authorized to award or modify this contract. The present CO is:

Name: Contracting Officer
Telephone: n/a

Embassy Contracting Officer's Representative:

The Embassy designates the Contracting Officer's Representative (COR) as the only person authorized to direct the Contractor in performing the work under this contract. The present COR is:

Name: COR
Telephone: n/a

Embassy Emergency Contact:

The Embassy designates the Contracting Officer's Representative (COR) as the primary emergency contact. The Contracting Officer will be the secondary emergency contact. In an emergency, where these contacts cannot be located, telephone the Embassy's RSO Duty Officer:

Name: RSO Officer
Telephone: n/a

Contractor Project Manager:

The Contractor designates the Project Manager (PM) as the only person authorized to accept or negotiate modifications to this contract. The present PM is:

Name: n/a
Telephone:

Contractor Superintendent:

The superintendent shall be in full charge of the operations of the Contractor in the performance of the work and is authorized to accept any notice, direction, decision or other communication on behalf of the Contractor. The Contractor's superintendent must have authority to stop work and is required to be in attendance on the site at all times during which work is in progress:

Name: n/a
Telephone:

Contractor Emergency Contact:

The Contractor designates a responsible person for emergency and safety contact inside and outside normal working hours. This person shall be capable of conversing in Thai/English:

Name: n/a
Telephone:

Co-operation and Making Good:

Prior to the date for possession of the site at least thirty (30) days, Contractor submits an investigation/construction program in writing to the COR. The program should show the sequence of work and the periods within the various stages of the work are to be executed.

The Contractor shall perform the work within minimum disturbance to the building occupants, and the normal services and operation of the Embassy shall not be obstructed by the Contractor's work.

All work shall be equal in kind, quality and finish to that expected for high quality international standard.

Where the work affects occupied portions of a building, the Contractor shall ensure continuity of building services and necessary access for personnel and vehicles.

Security Requirements and Procedures for Contractors:

Contractors who require access to any of the Embassy offices or facilities are required to comply with the following security procedures:

Coordinate with RSO to have all workers that require access to the Embassy report for fingerprints so criminal record checks can be conducted. All workers must bring a valid identification card. Criminal records checks typically take approximately one month to complete. Thus, it is important to have contract workers report as early as possible to RSO to start the process.

Notify RSO of all trucks or vehicles that will require access to the Embassy for the duration of contract work. Include vehicle model, make, color, year and license plate number. Notify RSO at least 48 hours in advance regarding any non-routine or new vehicular access requests while construction is underway. Large trucks with cargo will be screened at the guard search area located at no. 33 Rajdamri Road.

For contract workers who require access to Controlled Access Areas (CAA) in the Embassy, coordinate equipment and material screening measures with the RSO. A cleared American escort must be presented at all time with Contractors in the CAA. RSO will determine if and when a trained security construction escort is required.

Upon successful completion of a criminal records check Contractors should report to the RSO Office to process for their green Contractor badges, which will allow them to access to their work areas within the Embassy Compound. Although cleared Contractors may access the Embassy for work purposes they do not have escort privileges.

To comply with the security requirements and procedures, the Contractor must be escorted by a guard(s) or other personnel with escort privileges at all time. Guard numbers requirement will be determined by the RSO depending on the number of contract personnel, areas of construction and other considerations.

Meetings:

The Embassy or the Contractor may request a meeting (either on-site or off-site) to clarify any part of this contract. The project manager, Contractor's superintendent, COR, and other required persons will normally attend.

The Contractor will keep minutes of every meeting and provide written copies (within two working days) to the COR for approval.

Project Schedules:

Format:

- Prepare schedules as horizontal bar chart with separate bar for each major portion of Work or operation, identifying first workday of each week.
- Sequence of Listing: Chronological order of start of each item of Work.
- Scale and Spacing: To provide space for notations and revisions.

Content:

- Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- Identify each item by Specification Section number.
- Provide sub-schedules for each stage of work.
- Provide sub-schedules to define critical portions of entire Schedule.
- Coordinate content with Schedule of Values.
- Submit schedule allowing for a 30-day review prior to commencing.

Revision to Schedules:

- Indicate progress of each activity to date of submittal and projected completion date of each activity.
- Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
- Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect.

Submittals:

- Submit initial Schedules within thirty (30) days after date of Notice to Proceed. After review, resubmit required revised data within ten days.
- Submit revised Progress Schedules with each Application for Payment.

Distribution:

- Distribute copies of reviewed Schedules to project site file, sub-Contractors, suppliers, and other concerned parties.
- Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in Schedules.

Site Visit (Bid Conference):

The bidders who are interested to submit their proposals shall meet with the COR at the proposed site area on NOB Compound.

The site visit shall be scheduled and confirmed by Facility Management through Contracting Officer Representative.

Access to the work site:

The Contractor shall permit the Facilities Manager and COR or any officer authorized by the COR to have access to the work at all times during the execution of work.

The Contractor superintendent shall meet daily with the COR (unless waived by the COR) to review progress and plans

Power Supply, Water and temporary services:

The Embassy will supply free of charge temporary power supply and water for construction proposes. The Contractor is responsible for furnishing and installing temporary services.

- The electricity supply is located at: (to be discussed during the site survey)
- The water supply (non-potable) is located at: nearest water outlet(s) (to be discussed during the site survey)

- The water supply (potable) is located at: nearest potable water station (to be discussed during the site survey)

Temporary ladders, scaffolds, hoists:

Furnish and maintain temporary ramps, scaffolds, or hoists as required for proper execution of work.

Such apparatus, equipment, and construction shall meet requirement of applicable local safety and labor laws.

Safety:

- Welding and use of open flames in or adjacent to the Embassy properties requires approval from the Facilities Manager (or supervisor). Use of explosive actuated fastening devices shall not be used without the prior permission of the Facilities Manager.
- Observe and enforce all construction safety measures required by the Thai Labor Code, Local Building Codes, Workers Compensation Board, Municipal Statutes and Authorities. When conflict arises, the code or statute, which is more stringent, shall apply.
- If any personnel are injured, the Contractor has sole responsible for such injury.
- Powered equipment must be in good condition. Electrical and other utility connections must be properly made. Extension cords will be heavy-duty type suitable for the load involved.

Quality Control:

Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality.

Examine each phase of work and have defective conditions corrected before starting subsequent operations, which include cover, or are dependent upon, work in question.

Utilize qualified personnel who have experience with the specified works to produce workmanship of specified quality. The Contractor personnel responsible for the project must qualify as described below:

Senior engineer:	A professional engineer in the related field occupies a second class (level 2-Professional Engineer) or higher issued by Board for the Control of the Engineering Profession, Thailand. Or other International Engineering License.
Engineer:	A professional engineer in the related field, occupies a third class (level 1-Associate Engineer) issued by Board for the Control of the Engineering Profession, Thailand. Or other International Engineering License.
Foreman:	A professional technician, high vocational or diploma education in related field.

The Contractor shall apply technical knowledge and specific equipment/tools for related work in the contract.

Temporary Fire Protection:

- During construction, the Contractor shall comply with fire safety practices as outlined in NFPA and local fire protection codes, and in addition:
- The Embassy requires portable fire extinguishers (stored pressure type, UL fire rating 10A:60B:C) to be readily available at all work sites during entire installation period.
- The Contractor is responsible for properly deploying the fire extinguishers to each work area occupied by the Contractor e.g. welding site, temporary structure, construction office, storage, tool, and workshop sheds. Proper deployment includes advising the COR on the

number of fire extinguishers, transport to and from warehouse and work sites, worker training how to operate the fire extinguisher, etc.

- Contractor's superintendent or other assistant superintendents shall be appointed as project fire warden for entire construction period.

Building Codes:

Perform all work in accordance with the Building Codes of Bangkok, (Electrical, Plumbing and all other codes that pertain to trades involved in this specification). In no instance shall meet a standard identified or established within this section be reduced without written permission from the Facilities Manager.

Sub-Contractor:

The awarded Contractor shall not assign this contract or any part of it without the written permission of the Facilities Manager.

No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the Embassy or the Contracting Officer.

Working Hours:

The contractor shall be bound by religious and national holidays of common local observance. The Administrative Notice issued by the Embassy showing holidays is attached in Section G, APPENDIX. The Contractor shall also be bound by the working hours customarily observed by the Embassy (08:00-17:00 hours from Monday thru Friday) of each week unless permitted by the COR.

Security regulations require a photocopy of the Thai ID card for each worker to be submitted to the COR one (1) week in advance. Workers must have same ID cards to enter the compound.

Security regulations require vehicle make type, color and license number for vehicles to enter the compound daily to be submitted to the COR 48 hours in advance.

All work performed will be under the observation of the COR. The COR will normally assign an escort to observe the day to day activities of the Contractor. Working hours must be approved at least two working days in advance to ensure the availability of the required escort.

Communications:

Where any notice, request, direction, or other communications is required, it shall be in writing. It shall be delivered in person, sent by registered mail, facsimile (FAX) to the COR.

Utility interruptions (gas, water, and electrical) require written notice one (1) week in advance.

Storage and Handling Materials/Equipment/Tools:

Special care should be given to handling and storing materials/equipment/tools. The ownership of the items is passed from the Contractor only upon acceptance by the COR. Equipment/tools not accepted by the COR is the Contractor's sole responsibility.

Protection:

The Contractor shall protect the work as its proceeds, protect the area, which is next to the construction, and protect the materials and components from damage and deterioration. Special consideration should be given to protecting sensitive areas such as hallways, entrances, walls, floors, and carpets areas from dust and construction activities.

The Contractor shall provide barricades as required to protect natural resources, site improvements, existing property, adjacent property, and personnel.

Where pedestrian traffic is through or adjacent to work area, the Contractor shall provide necessary guardrails and barricades to protect pedestrians and to prevent pedestrian access to work areas.

Remove guardrails and barricades at completion of construction.

The Contractor shall submit proposed plan and details of staging area.

Unsuitable Workers:

Upon the request of the COR, the Contractor shall remove any person employed by him who, in the opinion of the COR, is incompetent or has conducted himself improperly. The Contractor shall not permit a person who has been removed to return to the work site.

Contractor's Liability:

The Contractor must have complete insurance coverage for any injuries or damages that may occur during the construction period.

Final Completion:

After completion of the work, the Contractor shall make an appointment with COR for inspection and final acceptance with the signature of COR. The work site and related areas must be in a clean and tidy condition.

E. SUBMITTALS

General:

For each part of work Specified in this Scope of Work, submit the following as applicable, in accordance with Contract Clauses and Conditions.

- The Contractor must include written specifications for the materials and a sample of each material (as required) along with his/her quotation.
- Submit shop drawings showing plans / elevations / sections at not smaller than scale 1:100, and details not smaller than scale 1:20.

Samples:

Submit physical examples to illustrate materials and workmanship; and to establish standards by which completed work is judged, if requested.

Contractor Responsibilities:

- Review shop drawings, material data, and samples prior to submission. Initial, sign, or stamp, certifying the Contractor's review of the submittal.
- Verify:
 - Field measurements.
 - Field construction criteria.
 - Catalog numbers and similar data.
- Coordinate each submittal with requirements of work and Contract Documents.
- Contractor's responsibility for errors and omissions in submittals is not relieved by COR review of submittals.
- Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by the COR's review of submittals, unless COR gives written acceptance of specific deviations.
- Notify COR, in writing at time of submission, of deviations in submittals from requirements of Contract Documents.
- Begin no work, which requires submittals until return of submittals with COR's stamp and initials or signature indicating review and indication to proceed as noted. Work performed prior to submission and approval of submittals may be subject for rejection.
- Distribute copies after COR's approval.
- Provide submittal information data in English and dimensions in both Metric and English units.

Submission Requirements:

- Schedule submissions to the COR immediately after Contract award.
- Submit three (3) copies of submittals (minimum).
- Submit three (or to be notified) of each sample requested.
- Accompany submittals with transmittal letter containing:
 - Date
 - Project title and number
 - Contractor's name and address
 - The number of each submittal
 - Notification of deviations from Contract Documents
 - Provide each set of submittals bound together with a Cover and Table of Contents.

Re-Submission Requirements:

- Provide adequate information; submit formal letter(s) and/or reason(s) for deviation.
- Product Data and Samples: Submit new data and samples as required for initial submittal.
- Shop Drawings.
- Revise initial drawings as required and re-submit as specified for initial submittal.
- Indicate on drawings any changes, which have been made other than those requested by the Embassy. Consultant will retain two copies of approved or corrected submittals.
- Consultant will forward one copy of approved or corrected submittals to Project Director.
- Consultant will return remaining copies to Contractor.
- Contractor shall distribute remaining copies of submittals which carry Consultant's stamp as required for construction, including Contractor's file, job site file, and/or subcontractors.

F. DETAIL OF WORK

The above constitutes are general Scope of Work, and the general requirement of the project. The following is applicable information to provide the most workable details and materials requirement of the project to the Contractor.

Conceptual drawings are available upon request. Please submit your request via email.

G. APPENDIX

Official Holidays - 2022

In 2022, the U.S. Mission to Thailand will observe a total of 20 Thai and American holidays as shown below. It should be noted that listed Thai holidays are those which fall on normal workdays, including substituted holidays recognized by the Royal Thai Government.

January 3	New Year's Day (observed)	Thai
January 17	Martin Luther King, Jr's Birthday	American
February 21	Presidents' Day	American
April 13	Songkran Festival	Thai
April 14	Songkran Festival	Thai
April 15	Songkran Festival	Thai
May 4	Coronation Day	Thai
May 30	Memorial Day	American
June 3	H.M. Queen Suthida Bajrasudhabimalalakshana's Birthday	Thai
June 20	Juneteenth National Independence Day (observed)	American
July 4	Independence Day	American
July 28	H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuhua's Birthday	Thai
August 12	H. M. Queen Sirikit The Queen Mother's Birthday/Mother's Day	Thai
September 5	Labor Day	American
October 10	Columbus Day	American
October 24	Chulalongkorn Day (Observed)	Thai
November 11	Veterans' Day	American
November 24	Thanksgiving Day	American
December 5	H.M. King Bhumibol Adulyadej The Great's Birthday/National Day/Father's Day	Thai
December 26	Christmas Day (observed)	American